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Subject English language | Portal ID = CSS
Take home Assignment

1a Letter writing is a form of writing. It is an important means of communication between two parties on a particular topic, matter, issue or incident.

b ~~Write the~~ types of

- 1) Formal letter
- 2) Informal letter

Explain

~~A formal letter is a letter written to people who hold official position in society. Such letters can be in the form of applications, requests, appeals, complaints and others. A good example is a letter to the principal of your~~

A formal letter is written by a person to ask for a favour from or make a report to another person whose duty is to attend to such issues. It is also called an official letter.

informal letter; An informal letter is written to friends and relatives.